

MyIdahoCNP

Overview

MyIdahoCNP is the online web-based sponsor management system where renewals are completed, claims are submitted, reviews are scheduled and tracked, and capital expenditures are logged. This system also includes many of the documents needed to operate any Child Nutrition Program under Download Forms, such as Free and Reduced Applications, Allowable Cost Guidance, and Afterschool Snack Review Forms, just to name a few.

Terminology

MyIdahoCNP – the online database used by SFAs.

Capital Expenditure Request – A purchase of any single piece of equipment or software valued at \$5,000 or more requires the entry into the system under Applications – Capital Equipment Request, with three comparable quotes uploaded. Approval by the State agency is required prior to purchase.

Claim submission – The monthly entering of the meals served within the regulatory 60-day time frame.

Download Forms – A list of documents that can be downloaded for sponsor use. These documents can be found under Applications – Download Forms in MyIdahoCNP.

Paid Lunch Equity Provision (PLE) – A federal regulation that requires paid lunch prices be similar to free federal reimbursement rates minus the paid reimbursement rate.

Renewal – The annual process requiring a sponsor to update information in MyIdahoCNP. This information is used in determining reviewed sites, claiming months, civil rights compliance, and includes many documents that the sponsor is required to upload. These documents will be used as proof of program compliance.

Verification – Every November a sponsor must enter the results of Verification of their free and reduced applications into the system for reporting to USDA (please see Verification in the Reference Guide for detailed information on this critical process).

What is MyIdahoCNP?

MyIdahoCNP includes information that is updated annually and may be changed as circumstances dictate. This is done by entering information such as: pricing into the Site Application, e-mail contacts in the Sponsor Information, completed forms uploaded into the renewal application (public release, wellness policy, and health inspection request), Food Safety Inspection information, and Capital Equipment Requests. This data is necessary so that required USDA reports can be accurately compiled by the State agency.

Pricing and Student Benefits

All prices charged to students for reduced and paid meals must be entered into the Site Application for each school. These prices will be checked during reviews to make sure the prices correspond to the PLE tool submitted during renewal. A school cannot charge children for meals or snacks claimed at the free reimbursement rate. Charges for reduced price snacks may not exceed 15 cents, reduced price breakfast may not exceed 30 cents and reduced price lunch may not exceed 40 cents. Charges for paid priced meals and snacks should be enough to cover the cost of food and labor.

Claiming and Reimbursement

Schools may claim reimbursement for **one full breakfast, lunch, and snack, per child, per day**. Seconds and adult snacks cannot be claimed. Only meals with full required components qualify as reimbursable.

Times of Operation

Times entered for breakfast, lunch, and snacks must be accurately entered during renewal, or updated as administration changes the times for meals, as these are the times when reviewers will plan on being at the school to observe meal service.

Record Keeping

MyIdahoCNP allows for electronic recordkeeping of uploaded documents to ensure compliance with USDA regulations.

Why is MyIdahoCNP Important?

In MyIdahoCNP, all records are used to determine compliance, claim reimbursement, record review findings, and keep a record of Capital Expenditure requests and approvals. Failure to update information or submit requests when needed may result in important notices not reaching the sponsor or reimbursement being withheld or delayed.

Resources

Additional resources may be available for this topic. Please check the Idaho School Nutrition Reference Guide website for copies of manuals, user guides, and helpful links to relevant subject matter.